

## Install QC Show Author and Record

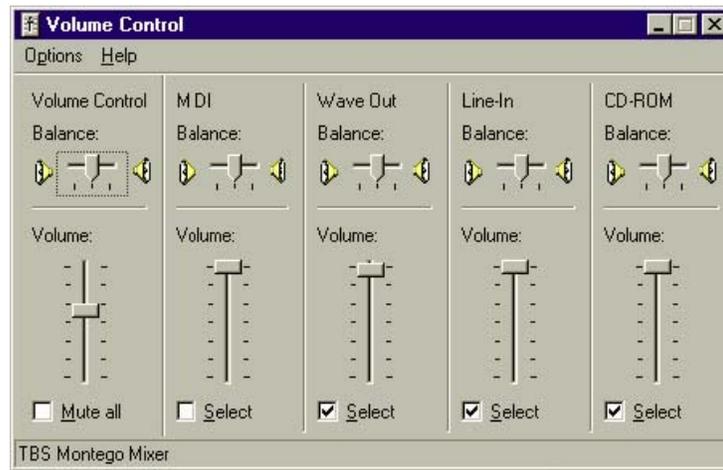
1. Download and install a 30-day free trial copy before you take off to the conference on your own laptop from: <http://www.aics-research.com/qcshow/authorhome.html>
2. Plug the wireless microphone receiver into the microphone jacket, and turn it on, for best result, keep the microphone and the receiver within 10 feet, the receiver is placed right next to the laptop; and then give the wireless speaker to the presenter.
3. Once you download the software, click START menu, go to All PROGRAMS, click “AICS Research”, and choose Soundrecorder. The following window will appear.



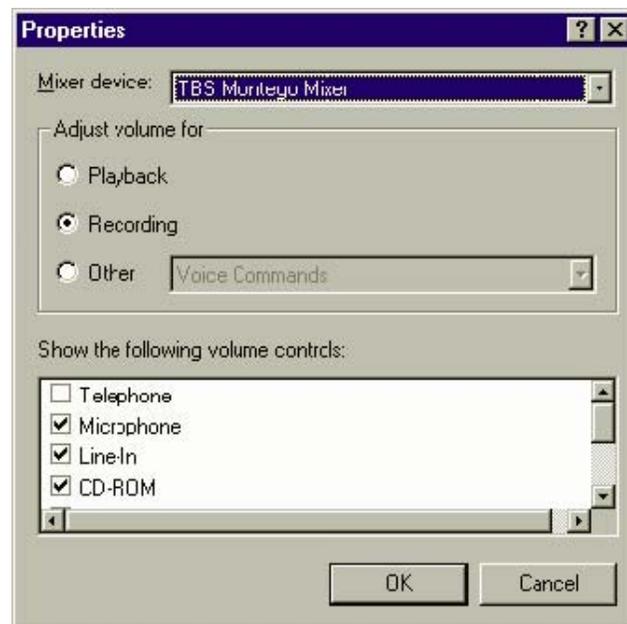
1. Set the *SoundRecorder* to record the default setting (at **22050 samples/second, 16 bits/sample.** )
2. A sound level check will need to be performed prior to the talk to insure the proper feed level to the recorder.
3. If you see a green bar flashing, it is fine then.
4. **Press RECORD** a short time (30 seconds or a minute) before the speaker begins to speak to insure that we capture all of the speaker’s comments.
5. Once the recording begins, there is nothing more to do until the session is over. To insure that you don’t stop the recording by accident, be sure to move your mouse cursor away from the STOP button during the recording session.
6. At the end of his talk, perhaps after a question-and-answer session, **press** the STOP button. **Save** the recording to a file of your choosing, using the “File” pulldown menu. The save may take some time, perhaps a minute or so. A great deal of data was created during the recording.
7. If you then wish, you can press the PLAYBACK button to listen to the recorded talk, or double-click on the newly saved file’s icon, invoking Windows Media Player.

### Setting the Sound Level

**Step1** At the bottom-right of your screen, **double-click** on the speaker icon. Once clicked, you will see this Playback Volume Control Panel appear:

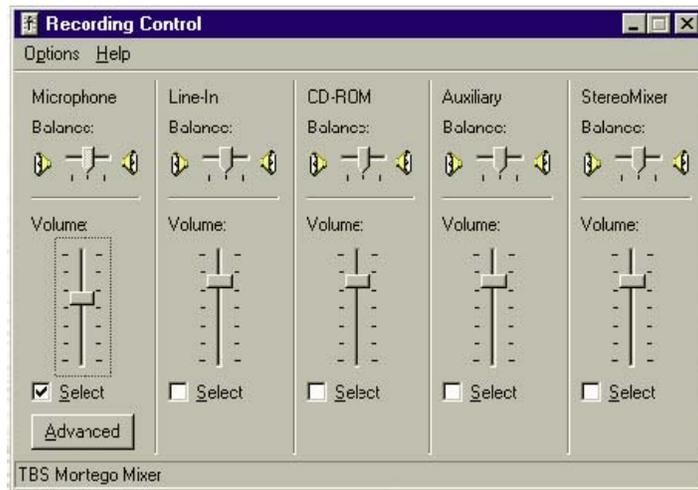


**Step2** To get to the Recording Control Panel, **click** on the Options pulldown menu and **select** the Properties Option. You will then see the following form:



*The properties form.*

**Step3** **Select** the Recording radio button and **press** the OK button. At this point, the Recording Control Panel will appear.



*The Recording Control Panel*

**Step4** Leave this panel up for your recording session. You'll want to use the Microphone Volume slider bar to properly set your recording level. Be sure that the Microphone Select box is checked. The checkmark indicates that this input is active.

**Step5** There are two common input voltage levels in commercial audio equipment, "microphone" and "line" level, but they aren't compatible. "Line level" is approximately 500 times larger than the microphone level. If the input to your soundcard is "too loud," **click** the **ADVANCED** button. Doing this will bring up the Advanced Controls panel:



*The Advanced Controls panel.*

**Step6** If the signal is too loud, **unclick** the Mic Gain checkbox and then press **CLOSE**. This will attenuate the incoming voltage signal by 10 times (-20 dB), which should be enough for you to find an appropriate level with the sliderbar. Conversely, if the input signal is too weak, **check** the Mic Gain checkbox so that the signal is amplified by 10 times.

**Step7** To set the proper input level for recording, press the LEVEL CHECK button on the *SoundRecorder* and have someone perform a level check by speaking into the microphone. The ideal level set will have the green bar just barely getting into the red area only on the loudest peaks.



*The level check process for SoundRecorder.*

**Step8** Everyone speaks at about the same level when giving a talk, but please be aware that when people are performing a sound check, they often speak more softly than the speaker will. If you think that that's the case, be sure to set the level even a bit lower so that the green bar never quite touches the red area.

Having the green bar hit the top of the red area is said to be the ultimate evil. It's at this point that the signal is "clipped" and the signal becomes distorted. Worse, the information that would have been recorded if it weren't for the clipping is irretrievably lost and cannot be recovered. If the clipping is severe enough, the entire recording will be ruined.

**Press** the STOP button to quit the level check.

### **DKW-1 Wireless Microphone System Operating Instructions**

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